

STATE PROCUREMENT OFFICE

SPO Price List No. 97-20 (All Islands)  
Replaces Price List No. 97-11

MULTIPLE PART (SNAPOUT) STANDARD FORMS  
(IFB-97-116-OHMK)

**Order Deadline: December 20, 1996**

PURCHASE ORDERS for Multiple Part (Snapout) Standard Forms shall be placed with the following vendor using the designated vendor code:

<u>Vendor Code</u>	<u>Vendor</u>	<u>Address</u>	<u>Telephone</u>	<u>Fax No.</u>
115666-80	Pacific Business Forms, Ltd.	831 Pohukaina St. Unit G Honolulu, HI 96813	597-1717	593-9156

UNIT PRICES include handling, delivery to destination (i.e., State agencies throughout the State) and all other costs including the State General Excise Tax which is currently 4%.

PURCHASE ORDERS must be received by the vendor no later than **December 20, 1996**. You may (1) consolidate all requirements into a single purchase order or (2) the various divisions, programs, and sections under your jurisdiction may issue separate purchase orders for these forms. In either case, **departments are requested to collect all purchase orders and to submit them to the vendor under one cover.**

Orders will be placed in increments of 100 sets for each line item. The quantities ordered may be increased from your original request in response to SPO Circular No. C97-3 dated August 12, 1996 but not decreased. It is the department's responsibility to insure that purchase orders are sent to the vendor on a timely basis. The vendor is not obliged to accept any order received after December 20, 1996.

Forms shall be packed 100 sets per package and shall be cellophane wrapped and sealed. Each box shall be clearly marked with the form number, title and quantity.

**DELIVERY shall be made on or about Friday, February 21, 1997.** Deliveries shall be made to destinations as specified on the purchase orders. Agencies are advised to immediately inspect all forms delivered under this price list and report any discrepancies to the vendor within five (5) working days after receipt of order.

"SPO Price List No. 97-20" shall be typed on purchase orders issued against this price list.

The following forms shall be purchased from Pacific Business Forms, Ltd.

	<u>Form No.</u>	<u>Form Title</u>	<u>Unit Price Per Hundred</u>
1.	SAF A-30	Application for Investments, 5-part	\$17.50
2.	SAF B-13	Treasury Deposit Receipt, 4-parts	\$ 8.90
3.	SAF-B-13	Treasury Deposit Receipt, 6-parts	\$12.50
4.	SAF D-55	Individual Time Sheet, 3-parts	\$ 6.30
5.	SAF D-55	Individual Time Sheet, 4-parts	\$ 6.80
6.	SAF D-56	Organizational Time Sheet, 3-part	\$11.40
7.	SAF D-60**	Salary Assignment/Cancellation, 4-part	\$ 7.20
8.	SAF D-66	Health Benefits Plan Deduction Authorization, 4-part	\$14.20
9.	SAF D-67	Premium Conversion Plan-Benefit Election Form, 4-part	\$10.40
10.	SAF D-70	Notification for Payroll Adjustment, 4-part	\$ 8.70
11.	SAF C-04	Requisition and Purchase Order, Contin- uation (2nd page) 7-part	\$14.30
12.	G-2	Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation, 5-part	\$10.70
13.	107-B	Job Performance Report, 3-part	\$ 9.00
14.	DHRD-4	Certification of Medical Examination	\$61.50
15.	DHRD-10	Notification of Temporary Assignment, 4-part	\$ 9.50
16.	DHRD-305	Certification Form, 4-part	\$ 9.40
17.	SF-1	Request for Position Action, 4-part	\$ 9.40

**\*\*Agencies wishing additional imprinting on this form shall provide Pacific Business Forms, Ltd. with a sample of the exact wording desired. Cost for additional printing shall be in addition to the unit price specified herein.**

Questions relating to this price list may be directed to Ms. Caroldynne Yamashita at 586-0566.

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ROBERT J. GOVERNS, CPPB  
Procurement Officer